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INTERNSHIP PROGRAM

College and Graduate Student
Internship Application



Overview page



The CEO's Internship Program provides short-term and long-term paid internships, with an emphasis on preparing the internship participant with skills and professional characteristics to make them highly sought after for job placement, admission to post-secondary institutions or other advanced training.

- Intern participants will gain exposure to various governmental, business and community careers and an opportunity to have insightful and longstanding effects of positive interaction with professionals.
- The Internship Program will offer 8-12 week internships.
- General: The CEO's Internship Program will target young people in their third year of college or above who are seeking educational experiences to foster opportunities for diverse disciplines and career paths. The goal is to work with students to foster an environment where they have the necessary skills, development and professional experience to make them highly sought after candidates and effective ambassadors of the CEO's Internship Program.

Program Objectives:

- To provide skill-related, career-related & professional internships that offer immediate access to DeKalb businesses and organizations.
- To provide Personal and Professional Development training series.
- To provide business mentors and advisors.
- To provide a self-guided curriculum with support and resources to ensure success.
- To bridge the gap between corporate experience and civic engagement.
- To provide on-trend and comprehensive curricula for cohorts of student interns.

Administration:

The DeKalb County CEO's Internship Program is administered by Ms. Karrianna Turner, Manager of Office of Youth Services of the DeKalb Human Services Department, along with KaCey Venning, Project Manager II, Office of Youth Services and Internship Coordinator.

Application



Submission Deadline:

Applications must be received by 5pm on Friday, October 9, 2015

For more information, contact KaCey Venning, Project Manager II, Office of Youth Services Phone: 404.687.7192 Fax: 404.371.7060 Email: kvenning@dekalbcountyga.gov

Applications must be submitted to:

Office of Youth Services
Attn: KaCey Venning
330 W Ponce de Leon Ave, Decatur, GA 30030

Or Email to youthservices@dekalbcountyga.gov

In order to be considered, students must meet the following criteria:

- You are a U.S. Citizen and a resident of DeKalb County.
- You are at least a 3rd Year College Student.
- You have a 3.0 GPA or higher.
- You have an interest in any discipline of Business, Nonprofit Management, Government, Technology, Human Resources or Community Development .
- Must commit to participation requirements.
- Submittal of a complete application.

Application - Part 1



Application Section:

Applicant Name _____

Street Address _____

City _____ State _____ Zip Code _____

County of Residence _____

Home phone _____

Cell phone _____ Age _____ Birth date _____

Gender _____ Race _____ Ethnicity _____

Email address _____

School Information:

Name of institution attending _____

Highest level completed _____ Current GPA _____

List any leadership or career development programs or activities that you have been involved in:

1. _____

2. _____

3. _____

Application- Part 2



Nomination Section:

To be completed by 2 nominators (professor, advisor or community leader who has known the applicant for at least 1 year. If additional space is needed, please attach sheet(s) to application).

Nominator's Name _____

Title _____ Email _____

Phone number _____

Nomination Statement _____

Essay:

Please craft an essay of 500 words or fewer. Please attach with your submitted application.

- Describe a time when you displayed great leadership skills.